

## FALL 2012 OFF-SITE TESTING REQUIREMENTS FOR MEAP, MEAP-ACCESS, AND MI-ACCESS

*Off-Site Testing Requests due **October 1, 2012***

Michigan has established policy that all students are tested at the school where they receive instruction; however, in certain circumstances exceptions must be made to this policy. The most common requests for off-site testing are due to seat time waiver programs and suspended students. This document has been developed to outline the requirements of off-site testing for the Michigan Educational Assessment Program (MEAP), MEAP-Access, and MI-Access.

It is critical with off-site testing that the **administration practices**, which ensure the standardization of the assessment, and the **security procedures**, which ensure the integrity of the assessment, **are always followed**. These practices and procedures are outlined in the *Assessment Integrity Guide* and in each assessment's test administrator manual :

- *Assessment Integrity Guide* – [http://www.michigan.gov/documents/mde/Assessment\\_Integrity\\_Guide\\_291950\\_7.pdf](http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf)
- *MEAP TAMs (grade specific)* – [http://www.michigan.gov/mde/0,4615,7-140-22709\\_31168-125985--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_31168-125985--,00.html)
- *MEAP-Access TAM* – [http://www.michigan.gov/documents/mde/1213\\_MEAP-Access\\_TAM\\_Final\\_397120\\_7.pdf](http://www.michigan.gov/documents/mde/1213_MEAP-Access_TAM_Final_397120_7.pdf)
- *MI-Access TAM* – [http://www.michigan.gov/documents/mde/MIA\\_TAM\\_2013\\_392032\\_7.pdf](http://www.michigan.gov/documents/mde/MIA_TAM_2013_392032_7.pdf)

Situations (not all inclusive) when you **should request off-site testing**:

- An entire school, grade, or content area must be tested at an off-site location because of some unusual or catastrophic event like remodeling, fire, tornado damage, etc.
- Students are to be tested at an off-site location to provide a better test environment, reduce disruption for student's not testing, etc. **NOTE:** testing students ON-SITE in a small group setting to meet IEP/504/ELL Plans or in a separate room as a universal accommodation is not off-site testing.
- Any situation that involves moving either students OR testing materials from the building where the students receive instruction, other than those covered by the examples below.

Examples of specific situations that would **not require a waiver**:

- Trained school staff members administering a test to a student who is homebound due to illness.
- Trained school staff members administering a test to a student who already regularly receives instruction at a non-school location due to school or court disciplinary action.
- Trained school staff testing individual students or a small group of students within the building where they receive instruction, but in a small group setting to meet IEP/504/ELL Plans or in a separate room as a universal accommodation for any student.

Michigan conducts both random and targeted assessment monitoring and monitors sent to observe testing expect to find students at their assigned school on test days unless the school has an approved off-site testing request for fall 2012. **If in doubt, apply for the waiver.**

Permission for off-site testing cannot be granted in circumstances where administration practices and/or test security would be compromised by the off-site testing proposal. **BAA will seek to provide as much flexibility as possible when considering requests.**

Complete your Fall 2012 request online at: <https://baameap.wufoo.com/forms/offsite-test-administration-request/>